

**American Embassy Employees Association (AEEA) Kyiv, Ukraine**  
**General Manager (GM)**

**Hours of Work:** Full Time 40 hours/week

**Availability:** This position is available to all candidates who meet the position requirements and are legally authorized to work in Ukraine, regardless of nationality. Eligible Family Members (EFMs) are strongly encouraged to apply. This is NOT a U.S. Government position.

**General overview:**

The **General Manager (GM)** is responsible for the day-to-day operations of all AEEA services, including the commissary, Duty Free sales, TDY apartments, and auto rentals, for example. This includes financial oversight, employee management, budgeting for operations, and interacting with the membership. The successful candidate will bring creativity and energy in continuously improving service to the Embassy Community and the solid business sense and management skills to carry out all operations successfully and efficiently. The GM reports to a Board of Directors and provides them with financial and management reports, as well as suggestions on how to improve profitability.

**Position Requirements:**

Two years of project management, retail or restaurant management, or business management work experience required.

English fluency is required.

Excellent writing skills, experience in English business correspondence.

Two years of college study preferred.

Computer skills: knowledge of MS Word, Excel, Access, and Microsoft Publisher is required.

Familiarity with QuickBooks Financial software required, QuickBooks Point of Sale desirable.

The successful applicant must be able to receive a security certification.

Additional management skills (e.g. property and warehouse management) and prior experience managing a commissary or embassy association is desirable. Sound knowledge of ordering procedures, experience working with vendors, and supply-chain experience highly desirable.

Please send your CV and cover letter that directly addresses these requirements to

**AEEAemployment@gmail.com** before 5 P.M. Kyiv Time Friday, August 2, 2013.

You can also request a more complete listing of requirements by writing to:

**AEEAemployment@gmail.com.**